



## Controller *John Chiang*

### California State Controller's Office

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.*

**Position:**

(5014) Staff Services Manager I  
(Monday – Friday 8am – 5pm)

**Position #:**

051-150-4800-037f

**Salary Range:**

\$5181 - \$6437

**Issue Date:**

10/16/2014

**Contact:**

Priscilla Miranda (916) 327-2990

**Location:**

State Controller's Office Human  
Resources Office  
300 Capitol Mall, Ste. 300  
Sacramento, CA 95814

**Final Filing****Date:**

October 29, 2014

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

State Controller's Office

Human Resources Office

ATTN: Priscilla Miranda

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

*Applications will be screened and only the most qualified will be interviewed.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Candidates who applied for the previous recruitment need not reapply as your application will be considered for this recruitment.

**PLEASE NOTE:** Possession of minimum qualifications will be verified. To be considered for this position you must provide documentation that you meet the minimum qualifications. Please include a copy of your degree, transcripts, or detail your work experience on your application. If it is determined an applicant does not meet the minimum qualifications, you will not be considered for the position.

**Scope of Position:**

With general direction provided by the Staff Services Manager II, the Staff Services Manager I supervises and directs the activities of the Transactions unit. The incumbent is a recognized authority and consultant to Senior Management and will provide direction to subordinate staff concerning Transactions related issues. Specific duties include but will not be limited to the following:

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- Communicate roles, responsibilities, standards, procedures, policies and guidelines for conduct and performance of tasks;
- Identify and implement effective training and guidance to staff regarding personnel/payroll related transaction processes. Manage workloads by ensuring adequate systems are in place, prioritize sensitive assignments and monitor progression and redirect resources and determine other appropriate actions when backlogs occur;

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**Please write “051-150-4800-037” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

**(Statewide)**

- Interpret Transactions rules and regulations and formulate plan of action. Evaluate current program operations, initiate, and oversee workloads to improve the processes within the group and monitor activities to ensure conformity with goals and practices;
- Enforce effective personnel management practices in aspects of managing and supervising staff. This includes timely preparation of probationary reports and employee evaluations, initiate progressive steps of discipline to staff, motivate team support and effort in the discharge of duties, review and authorize leave requests;
- Evaluate the work of personnel/payroll, Worker’s Compensation, IDL, and TDL documents, for accurate completion and to ensure conformance with appropriate laws, rules and regulations;
- Represent the Office in meetings with control agency officials, prepare developmental proposals, present findings and recommendations to senior management;

### **Desirable Qualifications:**

- Extensive knowledge of Personnel/Payroll and Worker’s Compensation Transactions
- Excellent organizational, communication and interpersonal skills
- Commitment to provide quality customer service, use tact and good judgment
- Demonstrate a positive attitude, and leadership abilities
- Excellent attendance and dependability
- Flexibility to adapt to changing personnel workload

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*The State Controller’s Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12*